

Expedited Plant-Load Shipment Clearance

See Instructions on Reverse

Mailer Information	1. Mailer's Name		2. Mailer's Contact Name		3. Mailer's Contact Telephone	
	4. Origin Plant Location (City, State, ZIP+4®)			5. Total Gross Weight of Shipment		
	6. Class of Mail <input type="checkbox"/> First-Class®/Priority Mail® <input type="checkbox"/> Package Services <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard Mail®		7. Product or Publication Titles or Names		8. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels	
	9. Number of Containers by Type					
	Pallets and Pallet Boxes:			Non-Palletized Containers:		
	_____ with pkgs. or bundles		_____ with sacks		_____ bundles	
_____ with trays		_____ with parcels		_____ sacks		
_____ trays						
_____ parcels						
_____ other (describe): _____						
10. Comments						
11. Appointment Number			12. FAST Scheduler ID			
Origin Post Office (Where verified)	13. Origin Post Office™ (City, State, and ZIP+4)		19a. Name of USPS® Employee Verifying Mail		19b. Employee's Telephone	
	14. Verified at <input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office		20. Signature of Verifying Employee		22. Date (Round) Stamp	
	15. Permit Number	16. Postage Payment Method (Except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter		21a. Contact's Name (If other than verifying employee)		
	17. Total Pieces		21b. Contact's Telephone			
	18. Total Weight of Mailing					
	23. Comments					
Destination Post Office	24. Destination Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)			31. Comments		
	25a. USPS Receiving Employee's Name		25b. USPS Receiving Employee's Signature			
	26. Date of Arrival		27. Time of Arrival		32. Scan the barcode upon receipt	
	28. Date of Departure		29. Time of Departure			
	30. Load Condition Irregularities (Check all that apply)					
	<input type="checkbox"/> Pallets Too Tall (T)		<input type="checkbox"/> Load Unsafe			
<input type="checkbox"/> Broken Pallets (B)		<input type="checkbox"/> Overweight Pallets (O)				
<input type="checkbox"/> Packages on BMC Pallets Not Macinable (M)		<input type="checkbox"/> Courtesy Pallets (I)				
<input type="checkbox"/> Separations Do Not Match 8017s (P)						
<input type="checkbox"/> Container Counts Do Not Match 8017s (P)						
<input type="checkbox"/> Other (Describe in "Comments" section 30.)						

Definitions and Features

PS Form 8017 proves to the destination Postal Service™ facility that the mailing being presented by the mailer or mailer's agent was verified and paid for at origin. Under an expedited plant load shipment clearance, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination Postal Service facility. The origin Post Office serving the mailer's plant will verify the mailing for classification, rate eligibility, preparation, and presort. Expedited plant load mailings do not qualify for destination entry discount postage rates.

Subject to Domestic Mail Manual (DMM®) D020, a mailer must be authorized to transport an expedited plant-load. The mailer must prepare a written request to the Postal Service official who authorized the plant load and indicate each destination to which the mailing will be transported. The Expedited Plant Load Shipment Agreement, PS Form 8026, must be completed. This agreement requires concurrence by both the mailer and Postal Service. An expedited plant-load shipment does not become the possession or custody of the Postal Service until it is accepted as mail at a destination postal facility. The mailer acknowledges that it has no claim or right to a refund created by this agreement.

The mailer must contact each Postal Service facility where the expedited plant load shipment is to be deposited to arrange and obtain approval for a time and location to deposit the shipment. An expedited plant load shipment is not entered into the Drop Shipment Appointment System (DSAS).

Instructions for Mailer

With each expedited plant-loaded shipment, the mailer must submit a PS Form 8017 (or approved facsimile) completed as described below. The original PS Form 8017 must be signed and round stamped by the origin verifying Post Office.

Completing PS Form 8017

The "Mailer Information" section (*items 1 through 12*) identifies the mail preparer and provides a description of the mail to be deposited at the destination Postal Service facility listed in item 24. The mailer must complete all items in the "Mailer Information" section. Items 11 and 12 are used for First-Class customers who are required to use the Facility Access and Shipment Tracking (FAST) system. Item 11 is required and item 12 is optional.

- In item 9, report the mail as configured for verification and as it will be presented to the destination office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In items 2 and 3, report the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the destination office.
- In item 10, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8017).
- In item 24, show the city and state name as it appears in the applicable labeling list from DMM Module L. The physical address of the facility may also be shown. If the mailing will be deposited at a BMC, show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L. The physical address of the BMC may also be shown.

Submitting Mailing and PS Form 8017 to Destination Postal Service Facility

The mailer or mailer's agent must submit copy 1 of this PS Form 8017 (with the original signature and round stamp of the origin Post Office) with the shipment presented for acceptance to the destination Postal Service facility shown in item 24. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the destination office must be configured as reported under item 9 and must match the other information on PS Form 8017 as validated by the origin Post Office (verifying office). The mailing must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the PS Form 8017 with the mailing being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry Post Office in the same configuration.

Instructions for Post Office of Origin (Office Where Expedited Plant-Load Shipment Is Verified)

Be sure the mailer has completed all required items in the "Mailer Information" section and item 24. After verifying that all information is correct, complete the "Origin Post Office" section. Sign, round stamp this form, and return original form to mailer. Make copies if required.

Instructions for Destination Post Office

Either remove the PS Form 8017 for your office from the vehicle or receive it from the mailer or mailer's agent and check that your office is shown as the destination office under item 24.

Check that the form is completed, signed, and round stamped by the origin Post Office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 30.

Compare the shipment with the form for class, number of containers, and processing category.

If the PS Form 8017 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 25a through 32) legibly. Retain the completed PS Form 8017 in your files for 1 year. If the mailer or mailer's agent has presented two copies, then complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you. If the mail is visibly damaged, if the shipment does not match the information on the PS Form 8017, or if the entry facility on the PS Form 8017 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin Post Office (see items 19a & b or 21 a & b) to resolve the discrepancy.